**CENTRE FOR NANO AND SOFT MATTER SCIENCES**

Prof. U. R. Rao Road, P.B. No 1329, Jalahalli

Bangalore – 560013

Phone : 080 – 23084200

 Vendor Registration Form Serial No. ……………

File No. CeNS/2015-16/Vendor Regn. Date of Receipt…………………………………..

**APPLICATION FOR VENDOR REGISTRATION**

(NON- TRANSFERABLE)

**Registration / Empanelment of Vendors**:- The Centre for Nano and Soft Matter Sciences Government of India, Bangalore (Karnataka) intends to register/empanel the firms / companies who are in the business of manufacturing, stocking and/or marketing of goods and service provider/Contractor of the specified categories.

The main object of registration of firms/agencies as approved vendors is to have a broad based panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed for the Institute purchases/services/contract.

**Eligibility & categories for Registration/ Empanelment**:- All firms / agencies, who are in the

business of manufacturing, stocking or marketing of stores and specified service provider are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

**The firms registered with Centre for Nano and Soft Matter Sciences will enjoy the following benefits**:-

(a) Tender enquiries against demands which are not advertised, are sent to the registered

 firms.

(b) In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the Tender documents.

(c) Rate Contracts and Running Contracts are generally awarded to registered firms.

**Empanelment / Registration Procedure**:- The Procedures are appended below for vendor

registration with The Centre for Nano and Soft Matter Sciences, Bangalore :-

(a) The applicant should clearly read all the pages of the document.

(b) Correct / relevant information / data have to be furnished by the vendors.

(c) The applicant should make sure before applying for a particular type of Category, that

the vendor/firm has the required eligibility criteria & experience for that category of work / item.

 (d) Service providers / suppliers shall have to fill and submit the registration form along with

 required documents to “ The Director, Centre for Nano and Soft Matter Sciences,

Prof U. R. Rao Road, P. B. No 1329, Jalahalli, Bangalore – 560013.

(f) Applications incomplete in any respect, viz non-submission of any required document or information, in requisite are liable for rejection.

(g) The sealed envelope containing the registration form, documents should be

clearly superscribed on the top of the envelope as “APPLICATION FOR VENDOR

REGISTRATION / EMPANELMENT FOR THE CATEGORY CODE …………. ”

(h) The following essential documents (whichever is applicable) should accompany with the

 registration form:

1. CST / VAT / TIN No.
2. Trade License; Factory License.
3. Income tax Permanent Account No.
4. Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms, Proprietorship etc.
5. Registration Certificates with DGS&D/NCCF if any.
6. Current dealership agreement from Principal along with SSI/NSIC certificate.
7. Annual Turnover Certificate for last 3 years

 (viii) Bank Details such as Beneficiary details (For RTGS Transfer), Name of Bank,

 Branch, IFS Code, Beneficiary’s Account No, Beneficiary’s Account Type and

 Beneficiary’s Name.

 (ix) Relevant ISO certificate.

 (x) A notarized certificate that the vendor hasn’t been blacklisted by any institution

 of the Central/ State government / any PSU, University , Institute etc. in the past

 three years should be submitted.

(xi) Authorisation certificate from Manufacturer / Principal.

 On receipt of the completed registration form along with the requisite documents as mentioned above, the supplier may be registered with the Centre for Nano and Soft Matter Sciences after scrutiny.

 The firm will be considered for registration/ Empanelment for an initial period of one

 year and their registration will be considered for renewal as per CeNS procedure, or so, at a time subject to satisfactory performance of the firm during initial registration period.

 After getting the information & documents from the applicant, the registration number will be issued to the supplier with the following details:

 Registration No.

 Vendor Trade Group/ Category No. along with description.

**IMPORTANT INSTRUCTIONS TO APPLICANT**

1. This form should be signed by Proprietor in case of proprietorship firm, by all partners in case of partnership firm and by the Managing Director or any of the Directors duly authorized in case of Limited Companies on all pages along with companies seal. In case the application has been signed by a person holding power of attorney on behalf of an authorised signatory (Proprietor / Partners / Directors) a copy of the power of attorney duly attested by the Notary Public / 1st class Magistrate should be furnished alongwith the application.
2. Incomplete forms or forms received without the required enclosures shall be rejected.
3. Enlistment of any firm is done entirely at the discretion of CeNS, Bangalore and CeNS reserves the right to reject any application without assigning any reason.
4. New registration form should be sent to us along with NEFT/Postal Order of Rs. 100/- (Rupees One Hundred only) favouring Centre for Nano and Soft Matter Sciences, payable at Bangalore to enable the Centre to process this application. Forms without Postal Order/ NEFT proof for appropriate amount will not be considered for registration.
5. Wherever the space provided for answers is insufficient, details should be given neatly typed in separate plain sheet giving reference to the corresponding question No. Replies to any queries should be definite, complete and legible.
6. The application form duly filled in all respect together with all enclosures must be submitted within 15 days from the date of issue, failing which the case may be treated as closed.
7. The registered vendors will be communicated directly by CeNS after scrutiny of their applications. All such vendors will be allotted a unique Vendor Registration Number which should be invariably quoted in all their future correspondences.
8. Registration will be for a period of one year and further extendable from the date of enlistment subject to Rule 9 below. It is the responsibility of the firm/Contractor to apply for renewal well in advance of time before the expiry date. Application for renewal should be submitted in the usual form.
9. Registration and business dealings may be cancelled, without prior intimation, due to any of the following reasons :-
10. Non-fulfillment of contractual obligations.
11. Failure to abide by terms and conditions under which the registration has been given.
12. Making of false declaration to CeNS or any other Government/ Semi Government/

autonomous agency.

1. Supply / providing of inferior quality/ spurious stores/works.
2. Failure to submit the required documents/ information to review of registration where

required.

1. Failure to respond to tender enquires send to the vendor by CeNS.
2. Any ground which, in the opinion of the Centre for Nano and Soft Matter Sciences, retention of the Registration is considered undesirable in the public interest.
3. APPLICATION WILL NOT BE ENTERTAINED UNLESS the applicant agrees to abide by the ‘GENERAL TERMS & CONDITIONS FOR THE REGISTRATION AND TENDER’ governing supplies against contracts placed by the Centre for Nano and Soft Matter Sciences, Prof U. R. Rao Road, P. B. No 1329, Jalahalli, Bangalore – 560013
4. Declaration on page -10 should be signed by all partners/ competent authority.
5. Benefit of becoming Registered Vendor: - Based on requirements, CeNS shall send through courier/ post enquiries/ Limited Tenders related to items registered by Registered Vendors. Interested Registered Vendors may respond to such enquiries for participation in the Tenders.
6. Annexure to this document: -
7. Annexure A: Application for Vendor Registration
8. Annexure B: List of Category of items for which Registration is sought.
9. Annexure C: General Terms & Conditions of Registration
10. Annexure D: General Terms & Conditions of Tenders/enquiries
11. Total Number of pages including important instructions to applicants - ( 20 ) only.

**Annexure- A**

**CENTRE FOR NANO AND SOFT MATTER SCIENCES**

Prof. U. R. Rao Road, P. B. No 1329, Jalahalli,

Bangalore – 560013

Phone : 080 – 23084200

Vendor Registration Form Serial No. …………….

File No. CeNS/Vendor Regn/ Date of Receipt ………………

**APPLICATION FOR VENDOR REGISTRATION**

(NON- TRANSFERABLE)

1. Name of the Firm

|  |
| --- |
|  |

2. Postal Address with Telephone, Mobile, Fax Nos and e-mail I.D.

|  |  |  |
| --- | --- | --- |
| 1. Head Office
 | Address: | STD Code Telephone No.Mobile No Fax No Email ID Company website  |
| 1. Branches
 | Address: | STD Code Telephone No.Moblie No. Fax No.Email ID Company website  |
| (c) Factory/Factories | Address: | STD Code Telephone No.Moblie No. Fax No.Email ID Company website  |
| 1. Godown/s
 | Address: | STD Code Telephone No.Moblie No. Fax No.Email ID Company website  |
| 1. Showroom/s
 | Address: | STD Code Telephone No.Moblie No. Fax No.Email ID Company website  |

1. Are you registered under any one of the following? If so, attach attested copy of registration / certificate / partnership deed / extract from Registrar of firms / certificate of incorporation along with articles of association and memorandum / ownership documents etc as the case may be.

a) The Indian Companies Act, 1913.

b) The Indian Partnership Act, 1932.

c) Any Act if not who are the Owners (please give full names & addresses)

 d) Indian Factories Act.

 e) The Industries (Development and Regulations) Act 1951

|  |
| --- |
|  |

4. Details of category of items for which Registration is sought. (Please Select from Annexure- B; Use separate category wise sheets for each category code:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl No | Category Code | Description of materials of which registration is sought | Whether Manufacturer/Agent/Stockiest | If Agent, name and address |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

5a. Are you a manufacturer, Agent or Stockist.

|  |
| --- |
|  |

5b. If manufacturer, please state (for (I), (II) & (III) (IV) below). If you own more than one

 factory, please give separate details for each unit enumerated at question 2 (c) above.

|  |  |  |
| --- | --- | --- |
| I | Floor area of Factory/ies, in square meters |  |
| II | Plant & Machinery installed (please give a complete list separately) |  |
| III. | No. Of workers employed. |  |
| IV | Whether you are a Small Scale Industrial Unit registered with the NSIC | If yes, please attach an attested Copy of the Certificate. |
| V. | Sources of raw materials (whether indigenous or imported) if imported, whether you hold a licence and if so to what extent. |  |

 5c. If agents, please state:

|  |  |  |
| --- | --- | --- |
| I. | Whether you are sole Distributor or Regional Agent. State territories held and attach a copy of the Agency Agreement/appointment issued by your principals and shop/ establishment certificate. |  |
| II. | Whether you are usually holding ample stock of the items for which Registration is sought. |  |
| III. | Whether you have adequate facilities for after sales Service, give details. |  |

 5d. If stockist, please state:

|  |  |  |
| --- | --- | --- |
| I. | Whether you always hold adequate stock of the items for which registration is sought. |  |
| II. | Approximate stock-in-trade value of items for which Registration is sought, in Rupees. |  |
| III. | Whether you have adequate facilities for after sales Service, give details. |  |
| IV. | Please submit attested copy of shop/ establishment certificate along with attested copy of agency/ distribution copy agreement. |  |

 5e. Name and address of your Bankers stating name in which account stands. (A valid bankers Certificate is to be submitted along with this application or copy of Cancelled cheque)

|  |  |
| --- | --- |
| Name and address of your Bankers |  |
| Name in which account stands |  |
| IFSC Code of Banker |  |

 5f. Statutory Registration (attested copies to be enclosed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| C.S.T. No. | Local S.T./ TIN No.(Your state S.T./ VATRegistration No.) | Excise Regn. No.  | Trade License No. | Service Tax Registration No.(wherever applicable) |
|  |  |  |  |  |

5g. Are you on the list of approved contractors of DGS&D or any other Govt/semi Gov. Deptt. or large Public Sector Industrial Unit. If so, give name and address. Registration No. and date and state whether you are registered for the items for which registration is sought. (Attested copies of Registration Certificate should be enclosed).

|  |
| --- |
|  |

6**. For works :** Civil / Electrical / Construction condition as mentioned below.

6a. Class of registration

|  |  |  |  |
| --- | --- | --- | --- |
| Class | Eligible monetary limits for tendering of works | Amount for which solvency certificate required | Requirement of previous experience/ value of works done previously |
| Class - I | Above Rs. 5 lakhs | Rs. 15 lahks |  Rs. 15 lahks |
| Class - II | Above Rs. 2 lakhs & upto Rs. 5 lakhs | Rs. 4 lakhs | Rs. 4 lakhs |
| Class - III | Upto Rs. 2 lakhs | - | - |

7. Are you already doing business with CeNS? If so for what items.

|  |
| --- |
|  |

8. Permanent Account Number (attested copy to be enclosed)

|  |
| --- |
|  |

9. Whether you are prepared to furnish any Security Deposit if and when called for?

|  |
| --- |
|  |

1. A certified copy of Profit & Loss Account and Balance Sheet for the last Three years is to be submitted necessary along with the application by the contractor.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rubber stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

………………………………..…………………………………………………………………….

**Additional Information to be submitted on firms letter head for Vendor Registration**

Please furnish some additional information as sought hereunder along with the registration form on the firm’s letter head, duly signed and rubber stamped: -

1. Do you have any relative working in Centre for Nano and Soft Matter Sciences, Bangalore-560013 & its constituent units? If so, please furnish the details.
2. Whether another firm of yours is also registered with this CeNS? If so, please furnish details.

 c) Do you have any Sister concern already Registered with Centre for Nano and Soft Matter Sciences, Bangalore /having business dealing with Centre for Nano and Soft Matter Sciences, Jalahalli, Bangalore - 560013? If so,

 please furnish the details thereof.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Rubber stamp)

**DECLARATION BY THE VENDOR**

(This should be signed by all the partners in case of partnership firms, proprietor in case proprietary concerns and Managing Director/Director any one holding appropriate power of attorney in case of Limited Companies).

We/I, the undersigned do hereby solemnly declare that the entries made in this Application Form are true to the best of our/my knowledge and belief and also that we shall be bound by the acts of our duly constituted attorney Shri\_\_\_\_\_\_\_\_\_\_\_\_\_ who has signed this Application Form and of any other person who in future shall be appointed by us in his place to carry on business of the concern whether an intimation of such changes given to the Director, Centre for Nano and Soft Matter Sciences, Prof. U. R. Rao Road, P. B. No. 1329, Jalahalli, Bangalore – 560013 (India) or not.

We do hereby confirm that we have read and understood the general conditions of all contracts and special conditions of contracts governing supplies against contracts placed by the Director, Centre for Nano and Soft Matter Sciences, (India), contained in Annexure –C to this application and shall abide by the same in all respects.

Certify that our firm has been/not been blacklisted by any Government Organisation / Autonomous Bodies including CeNS.

We also undertake to communicate promptly to the Director, Centre for Nano and Soft Matter Sciences, Bangalore all subsequent changes in the conditions or working of the firm, affecting the accuracy of the answer now given:-

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Name | Position(Whether Proprietor,Partner or Share Holder | Signature by all the Partners/Competent Authority/Proprietor |
|  | (1) | (2) | (3) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

Affidavit

**ANNEXURE-B**

|  |  |  |
| --- | --- | --- |
| **CATEGORY****CODE** | **DESCRIPTION** | **ITEMS** |
| 01 | COMPUTER HARDWARE | Personal Computer, Laptop,Notebook, Net book, Tablet PC, Palmtop, Server etc. |
| 02 | COMPUTER PERIPHERALS | Printers, Scanners, Plotters, peripherals & Accessories spares etc.  |
| 03 | COMPUTER NETWORKING | Network Components , server and Peripherals etc |
| 04 | SOFTWARE | Operating System, SystemSoftware, Antivirus,General Software,Application software development etc. |
| 05 | ELECTRONICS ITEMS( AIR CONDITIONERS & REFRIGERATION ) | Air Conditioners, refrigerators, deepfreezers, water-coolers, ice-making machine TV, Presenter etc. |
| 06 | SERVICING & SPARE PARTS | Servicing and spare parts of various electrical/electronic/other equipment etc |
| 07 | CIVIL MAINTENANCE EQUIPMENT / ITEMS | Sanitary-ware such as wash basins, sinks, etc. General hardware such as nuts & bolts, screws, door-fitting etc |
| 08 | COMMUNICATION EQPT | Telephones/mobiles, EPABX, fax machines etc |
| 09 | FURNITURE | All types of steel/wooden/concrets/molded furniture etc. office furniture like tables, chairs, filing cabinets, cupboards, Almirah,Cot, Re-conditioning & repair of furniture etc. |
| 10 | BOARDS | Sign board, notice board, white board, green board etc. |
| 11 | CROCKERY | All crockery items |
| 12 | ELECTRICAL FITTINGS & APPLIANCES | All electrical fittings and accessories such as switches, plugs, adaptors etc. lamps and lampfittings, all types of cable wires insulationg materials, prespex / ebonite sheets and rods etc. conduit pipes and fittings, all ceiling pedestaland table fans, electrical appliances such as hotplates, heating elements etc. all electrical equipments such as switchgears, transformers, including step-up and step-down transformers, oil circuit breakers, all motors including fractional horse-power motors, reduction gears, exhaust fans and bolwers, geysers, miker grinders, paper cutting machine and other electrical appliances. |
| 13 | TOOLS | Painting brushes, work shop tools,carpenters/ smiths tools, precision tools, electric hand tools, agricultural/garden implements etc |
| 14 | UTENSILS | For use in pantry/kitchen including cookers, vacuum flasks, knives, spoons, forks etc |
| 15 | OFFICE STATIONERY |  File covers, pens, pencils, A4 photocopying paper, spiral pads, files, tissue rolls and all other items.  |
| 16 | TOILETRIES & CLEANING MATERIALS | Soaps, dusters, mosquito repellent machines, mats, liquids, cream etc cleaning powder, soap, detergent etc, acids for toilet cleaning, brooms, Regular Insect Screen etc. |
| 17 | RATION COMMODITIES | Rice, atta, maida, condiments, biscuits, beverages, packed & fresh vegetables, milk, bread bottled itemsfor pantry etc., |
| 18 | SAFETY & SECURITY ITEMS | Items related to safety and security like camera, CCTV, firefighting equipment, Accessories & fittings etc |
| 19 | DG SETS | DG set and allied equipment & spares. |
| 20 | FURNISHING ITEMS | Blinds, curtains, bed sheets, towels |
| 21 | TONERS/ CATRIDGES | Toners/cartridges for printers/photocopiers/ fax machines etc |
| 22 | PRINTING | Screen/offset/digital general printing works etc |
| 23 | TEXTILES INCLUDING MAKING OF UNIFORMS ETC | Summer/winter uniform clothes/stiching of uniforms etc. |
| 24 | SPORTS MATERIALS | Supply of all types of sports items. |
| 25 | EMPANELMENT OF FIRMS FOR SERVICES | Maintenance such asComputer hardware& printer repairs.A/C Repairs & Maintenance.UPS Repairs & Maintenance.Civil works Plumbing/Electrical/Aluminum Glass.Kitchen Equipment – Chimney/Mixer/Grinder/Refrigerator water filters.Telephone EPABX/Projector/Network.DG Set Repairs & Maintenance.Photocopier Services.CCTV.Fire extinguisherServerTubular batteryWater chiller and air compressorDoor Locks (RIFD ) & Access control. |
| 26 | WOOD | Plywood, beeding, teak wood, Honne wood, sall wood etc |
| 27 | PAINTING | Bristle brush, wire brush, marking tape, roller tray, enamel paint/mission paint, thinner, chalk powder/Amber powder, polish, polish colour, sand paper brush, bush screw, nutbolt, lock, hook, nails, wax, ekalun sheet, fevicol, glass aliminium channel, glass cutter, glass fitter, nylon plug etc |
| 28  | WORKSHOP  | Grinding tool, polishing tool, coolent oil, brass rod, drilling & other cook shop items etc |
| 29 | ELECTRICAL EQUIPMENT | Battery, UPS & Annual Maintenance Contract for the Battery and UPS, 1.5 TR (3Star) split air conditioner. Buy back etc |
| 30 | SOUND SYSTEM/PROJECTORS ETC  | Digital Multimeter, sound system, projector, camera & CCTV boards, electrical installations & accessories, serene, mike, amplifier, LCD/LED Projector, DLP Projector, 3-D projector etc |
| 31 | CYLINDERS | Oxygen, Nitrogen, Argon, Helium gas refilling with cylinder and regulator. |
| 32 | GARDEN MATERIALS & EQUIPMENT | Soil, Plants and all Garden materials etc |
| 33 | BUILDING MATERIAL SUPPLIER CIVIL CONTRACT | Supply of all types of building material & contracts for civil electrical, furnishing works etc. |

**Note: CeNS reserves all the rights to modify or add any or all the categories as per the requirement of the** **Institute from time to time.**

**ANNEXURE ‘C’**

**General Terms & Conditions of Registration**

1. Registered firms are to abide by the General Conditions of contracts contained in Centre for Nano and Soft Matter Sciences tenders from time to time. General Terms and Conditions of Tenders is annexed as Annexure ‘D’.
2. It is obligatory on the part of the registered firms to furnish performance statement in format prescribed in the Application Form every year indicating all orders placed on them.
3. Registered firms are required to keep Registering Authority informed about the changes in any of the particulars furnished by them in their application or in their product specification or discontinuation of production of any item for which they stand registered. This intimation is to be given within a period of 15 days from the date of such change or discontinuation.
4. Registered firms are required to furnish all the documents having specific validity period like BIS license, lease agreement, agreement with the principal/manufacturers to registering authority as and when they become due. Separate application shall be made for each such unit, where a firms has more than one manufacture ring units. Requests for change in the name of a firm and/or their office address should be addressed to the Registration Office/Centre who granted the original registration enclosing the original registration certificate and duly supported by documentary evidence. In the event of any change in the constitution of the firm or in the location of their manufacturing works, the registration with Centre for Nano and Soft Matter Sciences shall lapse. The firm should surrender the original registration certificate in such cases and apply for registration afresh.
5. In cases where stores are manufactured by a firm other than the supplier, the manufacturer has given a backup warranty for the stores supplied, it will be the responsibility of the supplier/manufacturer (both in case they are different) to ensure availability of spares for at least a period of 2 years after the date of supply.
6. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
7. Fresh application with prescribed fee shall be required to be made after expiry of previous registration or for seeking additional registration/change of specification.
8. Centre for Nano and Soft Matter Sciences registration is one of the requirement for the suppliers to participate in CeNS tenders. The tenders may stipulate other requirements/eligibility criteria which are also required to be complied with.
9. The registration on the approved list does not guarantee award of any contract. In their quotation against tenders, registered firms are to quote their registration number, along with clear statement that the tendered is registered for that particular store with Centre for Nano and Soft Matter Sciences.
10. In all future correspondence with the Registration Branch/Registering Authority of Centre for Nano and Soft Matter Sciences, approved vendors are always required to quote the Registration No. given at the top of the registration letter.
11. Whenever registered firms are required to produce copy of their registered certificate, copy of the original certificate complete with all the amendments including additions/deletions etc. is made there after shall be produced.
12. Centre for Nano and Soft Matter Sciences has right to add/delete any of the items and to amend any of the terms and conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change.
13. Failure to abide by the conditions of registration as above and/or any of the other grounds, name of a registered firm is liable to be removed from the list approved suppliers of Centre for Nano and Soft Matter Sciences.

**Annexure ‘D’**

**GENERAL TERMS & CONDITIONS OF THE TENDERS/ENQUERIES**

1. **Last date and time for depositing the Bids**:- 21 April 2016, 17.00 hrs

The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

1. **Manner of depositing the Bids**:- Sealed Bids should be either dropped in the Tender Box marked as **Director, Centre for Nano and Soft Matter Sciences** or sent by registered post at the address given below so as to reach by the due date and time. Late / delayed tenders will not be considered. No responsibility will be taken for postal delay or non-delivery / non-receipt of bid documents. **Bids sent by FAX or e-mail will not be considered.** Please superscribe the above mentioned Title, and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

Address: Centre for Nano and Soft Matter Sciences

 Prof. U. R. Rao Road, P. B. No. 1329,

 Jalahalli, Bangalore – 560013

1. **Time and date for opening of Bids**:- Time 3.00 PM Date 22 April 2016.

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer)**.**

1. **Place of opening of the Bids**:-

Place will be intimated by the Centre. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses/quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

1. **Forwarding of Bids**:- Bids should be forwarded by Bidders under their original memo / letter pad interalia furnishing details like TIN number, VAT/CST number, etc and complete postal & e-mail address of their office.

1. **Clarification regarding contents of the Tender**:- A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
2. **Modification and Withdrawal of Bids**:- A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by email but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder’s forfeiture of bid security.
3. **Price variation clause** : During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / organisation at a price lower than the price fixed for CeNS, the vendor must voluntarily inform the price difference to CeNS with immediate effect.
4. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.
5. **Validity of Bids:** The Bids should remain valid till 60 days from the last date of submission of the Bids.

11. Parties shall download the tender form from our website ([www.cens.res.in/Home/Tenders](http://www.cens.res.in/Home/Tenders) ) and

 submit to the “ The Director, Centre for Nano and Soft Matter Sciences, in a

 **separate sealed envelope**.

1. Interested parties who fulfill following criteria are only eligible for purchase contract:-

 (a) Registered with Sales Tax / with TIN No. must have registered shop/office/show room.

 (b) Experience of supplying similar items to reputed organization (please attach copy of

 order/bill etc.).

1. For further information/clarification in this respect, please contact office of CeNS, during working hours (email: purchase@cens.res.in Telephone No.080 – 2308 4210).

15. On the basis of lowest price offered by any firm (after fulfillment of terms & conditions, vendor evaluation form and required information of tender enquiry), contract may be awarded to L-1 firms.

16. No increase in rates will be allowed during the Contract Period due to any reason, after opening the bids.

17. In case, excise duty and/or trade tax/sales tax are reduced or increased subsequently by the Government at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof.

1. All the items to be supplied should be new, of good quality and standard and as per the specifications / make & model mentioned in tender document. No deviation in the make/specification will be allowed during Contract Period.
2. **Delivery Period:** - Delivery period for supply of items would be 10 days from the issuance of Purchase Order depends on requirement. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause. Purchase Order will be placed as per requirement during the period of contract.

 21 **TERMS OF DELIVERY DATE OF DELIVERY**

 Delivery at Site The date on which the delivery is made at the consignee’s site mentioned in the Purchase Order.

1. **Consignee details** – Centre for Nano and Soft Matter Sciences

 Prof. U. R. Rao Road, P. B. No. 1329,

 Jalahalli, Bangalore – 560013

1. **Penalty for use of Undue influence**: The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
2. **Liquidated Damages**: In the event of the Seller's failure to supply the goods/provide services as mentioned in the Purchase Order the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the Purchase Order price of the delayed/undelivered stores for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.
3. **Arbitration**: All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Institute regulations.
4. **Fall clause:** The following fall clause will form part of the contract placed on successful Bidder:

(a) The price charged for the stores supplied under the contract by the Seller shall in no event exceed the lowest prices at which the Seller sells the stores or offer to sell stores of identical description to any persons/Organisation including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all Purchase Orders placed during the currency of the rate contract is completed.

(b) If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores to any person / organisation including the Buyer or any Deptt, of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to this Institute and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

27. **SECRECY**

**(a)** All the information, know-how, technical data, specification and drawing models or specimens furnished by CeNS for the purpose of or in connection with the manufacture and supply of the stores hereby tendered constitute the property of CeNS and the supplier shall keep them in strict confidence and he shall not divulge the same to anyone else except under the authority and for the purpose of CeNS. All such documents, data, drawings, models and specimens are the property of CeNS and shall be returned when demanded by CeNS.

1. The supplier shall not supply the material ordered by CeNS to anyone else other than CeNS and shall not disclose any initiations, development or adaptations thereof to anyone else except with the written consent of CeNS.
2. CeNS shall be entitled to prevent a breach of the above and to damages in case of breach.
3. CeNS reserves the right to reject any items supplied against the purchase order, if found not satisfactory at the time of supply. The rejected items, if any, shall have to be taken back and replaced by good quality items forthwith at the cost of the supplier. No payment will be made for the rejected item(s).
4. The prices quoted should be inclusive of all taxes, packing, forwarding and freight upto CeNS Campus. CENTRE FOR NANO AND SOFT MATTER SCIENCES will not provide any facility to send the material from Bangalore City to CENTRE FOR NANO AND SOFT MATTER SCIENCES Campus.

 31. Payment for the items to be supplied by the vendor against the purchase order shall be made by CENTRE FOR NANO AND SOFT MATTER SCIENCES as follows:-

 (a) 100% after supply and inspected as per Purchase Order and physically verified by the

 competent authority.

1. Payment shall be released within 20 days on receipt of the original bills completed in all respect.

32. The Institute reserves the right to reject any or all quotations without assigning any reason therefore.

33. This will be binding to the successful vendor as contract documents. Purchase Order will be issued to successful vendor with applicability of all terms & conditions.

34. Decision of the Director of the Institute will be final and binding for all concerned.

35. **All disputes subject to Bangalore jurisdiction.**

**DECLARATION BY THE VENDOR**

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc of the document for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 36. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date: Signature:

Address: Name: